

# **State of Alaska FY2025 Governor's Operating Budget**

## **Department of Law Information and Project Support Component Budget Summary**

**Component: Information and Project Support**

**Contribution to Department's Mission**

The Information and Project Support Section focuses on the retention, management, review, and disclosure of information in litigation, in responding to Alaska Public Records Act (APRA) requests, in conducting law enforcement and personnel investigations, and to comply with the State Records Management Act. The section recommends, customizes, and operates systems for the department's management, review, and disclosure of information (e.g., the department's electronic discovery (e-Discovery) and legal hold tools and the Civil Division's matter-management, accounting, timekeeping, and reporting system). The section also trains department personnel on using those systems, designs and maintains the department's internet and intranet websites, and designs the department's publications, including reports and presentations.

**Core Services**

- Advising and representing agencies, including the Department of Law, in (1) matters concerning the retention, management, identification, review, and disclosure of information and (2) the use of technology for such purposes.
- Operating and training personnel on the department's e-Discovery and legal hold tools.
- Developing, operating, and training personnel on the Civil Division's matter-management system, including customizing applications for tracking records and reporting purposes.
- Designing and maintaining the department's internet and intranet websites and publications.

**Major Component Accomplishments in 2023**

- Transparency and Records Retention: Responded to and advised and trained agencies on responding to Alaska Public Records Act (APRA) requests; advised agencies on the Open Meetings Act; and advised agencies on records retention issues.
- Protected Information: Advised and trained agencies on identifying and protecting confidential and privileged information.
- Electronic Discovery and Legal Holds: Assisted with e-Discovery and the implementation of legal holds; and operated and trained department employees on the department's e-Discovery and legal hold tools.
- Matter-management: Operated and trained division employees on the Civil Division's matter-management system.
- Internet, Intranet and Publications: Upgraded and maintained the department's internet and intranet webpages; and designed and updated department publications.

**Key Component Challenges**

The section's key challenges include continuing (1) to respond to and to advise and train agencies on responding to APRA requests, (2) to advise and train agencies on protecting confidential and privileged information, including in the contexts of using Artificial Intelligence and ensuring cybersecurity, (3) to make e-Discovery and legal hold tools available and to assist with e-Discovery and the implementation of legal holds, (4) to operate and train employees on and to identify replacements for the division's matter-management system, and (5) to advise agencies on records retention and Open Meetings Act issues.

**Significant Changes in Results to be Delivered in FY2025**

No significant changes are anticipated in the next fiscal year.

## Statutory and Regulatory Authority

AS 44.23.020

Contact Information
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**Information and Project Support  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<b>FY2024 Management Plan</b>	<b>FY2025 Governor</b>		
			Annual Salaries	0
Full-time	18	0	Premium Pay	0
Part-time	0	0	Annual Benefits	0
Nonpermanent	0	0	<i>Less 0.00% Vacancy Factor</i>	(0)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>18</b>	<b>0</b>	<b>Total Personal Services</b>	<b>0</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
No personal services.					
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Component Detail All Funds**  
**Department of Law**

**Component:** Information and Project Support (2258)  
**RDU:** Civil Division (35)

Non-Formula Component

	<b>FY2023 Actuals</b>	<b>FY2024 Enrolled</b>	<b>FY2024 Authorized</b>	<b>FY2024 Management Plan</b>	<b>FY2025 Governor Adjusted Base</b>	<b>FY2025 Governor</b>	<b>FY2024 Management Plan vs FY2025 Governor</b>	
1000 Personal Services	1,018.6	2,222.6	2,222.6	2,380.8	0.0	0.0	-2,380.8	-100.0%
2000 Travel	7.2	9.0	9.0	20.5	0.0	0.0	-20.5	-100.0%
3000 Services	229.1	104.1	104.1	67.4	0.0	0.0	-67.4	-100.0%
4000 Commodities	14.4	6.6	6.6	14.6	0.0	0.0	-14.6	-100.0%
5000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
7000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
8000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>1,269.3</b>	<b>2,342.3</b>	<b>2,342.3</b>	<b>2,483.3</b>	<b>0.0</b>	<b>0.0</b>	<b>-2,483.3</b>	<b>-100.0%</b>
<b>Fund Sources:</b>								
1004 Gen Fund (UGF)	232.1	587.0	587.0	728.0	0.0	0.0	-728.0	-100.0%
1007 I/A Rcpts (Other)	1,037.2	1,755.3	1,755.3	1,755.3	0.0	0.0	-1,755.3	-100.0%
<b>Unrestricted General (UGF)</b>	<b>232.1</b>	<b>587.0</b>	<b>587.0</b>	<b>728.0</b>	<b>0.0</b>	<b>0.0</b>	<b>-728.0</b>	<b>-100.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>1,037.2</b>	<b>1,755.3</b>	<b>1,755.3</b>	<b>1,755.3</b>	<b>0.0</b>	<b>0.0</b>	<b>-1,755.3</b>	<b>-100.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>								
Permanent Full Time	18	18	18	18	0	0	-18	-100.0%
Permanent Part Time	0	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Law**

**Component:** Information and Project Support (2258)

**RDU:** Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2024 Enrolled To FY2024 Authorized *****												
FY2024 Enrolled												
Enrolled		2,342.3	2,222.6	9.0	104.1	6.6	0.0	0.0	0.0	18	0	0
1004 Gen Fund		587.0										
1007 I/A Rcpts		1,755.3										
Subtotal		2,342.3	2,222.6	9.0	104.1	6.6	0.0	0.0	0.0	18	0	0
***** Changes From FY2024 Authorized To FY2024 Management Plan *****												
Transfer from Special Litigation to Cover Anticipated Expenditures												
Trin		141.0	141.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		141.0										
Transfer general fund authority from Special Litigation to cover anticipated personal services costs.												
Align Authority for Anticipated Expenditures												
LIT		0.0	17.2	11.5	-36.7	8.0	0.0	0.0	0.0	0	0	0
Transfer authority to personal services, travel, and commodities to align budget with anticipated obligations. The remaining authority is sufficient to cover anticipated expenditures.												
Subtotal		2,483.3	2,380.8	20.5	67.4	14.6	0.0	0.0	0.0	18	0	0
***** Changes From FY2024 Management Plan To FY2025 Governor Adjusted Base *****												
FY2025 Salary, Health Insurance, and PERS Rate Adjustments												
SalAdj		82.7	82.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		21.7										
1007 I/A Rcpts		61.0										
FY2025 Salary, Health Insurance, and PERS Rate Adjustments: \$82.7												
FY2025 AlaskaCare insurance from \$1,793 to \$1,908 per member per month: \$10.9												
FY2025 GGU health insurance from \$1,573.50 to \$1,579.50 per member per month: \$0.7												
FY2025 GGU 5% Cost of Living Adjustment: \$45.8												
FY2025 PERS Rate Adjustment from 25.10% to 26.76%: \$25.3												
Transfer Seven Positions and Associated Authority to Legal Support Services for Restructuring Purposes												
Trout		-791.4	-761.1	0.0	-24.9	-5.4	0.0	0.0	0.0	-7	0	0
1007 I/A Rcpts		-791.4										
Transfer seven support staff positions to Legal Support Services from Information and Project Support to leverage legal expertise and support in related areas of												

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Law**

**Component:** Information and Project Support (2258)

**RDU:** Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
legal work under a streamlined organizational structure in the Civil Division.												
As part of a broader restructuring of the Civil Division within the Department of Law that will allow the department to operate with greater efficiency and efficacy, the seven positions and associated activities are transferred to the new Legal Support Services component from the Information and Project Support component.												
The following full-time positions are transferred:												
Law Office Assistant 2 (03-0021), range 13, located in Anchorage												
Law Office Manager (03-0022), range 16, located in Anchorage												
Law Office Assistant 2 (03-0145), range 13, located in Anchorage												
Law Office Manager (03-0149), range 16, located in Anchorage												
Law Office Assistant 2 (03-0277), range 13, located in Juneau												
Law Office Assistant 2 (03-0347), range 13, located in Anchorage												
Law Office Manager (03-1246), range 16, located in Juneau												
<b>Transfer 11 Positions and Associated Authority to Government Services for Restructuring Purposes</b>												
	Trout	-1,774.6	-1,702.4	-20.5	-42.5	-9.2	0.0	0.0	0.0	-11	0	0
1004 Gen Fund		-749.7										
1007 I/A Rcpts		-1,024.9										
Transfer two attorney positions and nine support staff positions to Government Services from Information and Project Support to leverage legal expertise and support in related areas of legal work under a streamlined organizational structure in the Civil Division.												
As part of a broader restructuring of the Civil Division within the Department of Law that will allow the department to operate with greater efficiency and efficacy, the 11 positions and associated activities are transferred to the new Government Services component from the Information and Project Support component.												
The following full-time positions are transferred:												
Internet Specialist 2 (03-0016), range 19, located in Anchorage												
Administrative Assistant 3 (03-0032), range 15, located in Anchorage												
Paralegal 3 (03-0052), range 17, located in Anchorage												
Attorney 4 (03-0082), range 24, located in Juneau												
Paralegal Specialist 1 (03-0138), range 19, located in Anchorage												
Paralegal Specialist 1 (03-0143), range 19, located in Anchorage												
Paralegal 3 (03-0185), range 17, located in Anchorage												
Paralegal Specialist 1 (03-0273), range 19, located in Anchorage												
Admn OPS Mgr 1 (03-0333), range 22, located in Anchorage												
Attorney 6 (03-0398), range 26, located in Anchorage												
Administrative Assistant 2 (03-1214), range 14, located in Anchorage												
Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

\*\*\*\*\* **Changes From FY2025 Governor Adjusted Base To FY2025 Governor** \*\*\*\*\*

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Law**

**Component:** Information and Project Support (2258)

**RDU:** Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
	Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0



**Line Item Detail (1676)**  
**Department of Law**  
**Travel**

**Component:** Information and Project Support (2258)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2023 Actuals</b>	<b>FY2024 Management Plan</b>	<b>FY2025 Governor</b>
2000	Travel		7.2	20.5	0.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2023 Actuals</b>	<b>FY2024 Management Plan</b>	<b>FY2025 Governor</b>
<b>2000 Travel Detail Totals</b>			<b>7.2</b>	<b>20.5</b>	<b>0.0</b>
2000	In-State Employee Travel	Travel for attorneys to interview witnesses and attend court proceedings, as well as for necessary training for both attorneys and paraprofessionals. Includes travel for management purposes.	7.1	15.5	0.0
2002	Out of State Employee Travel	Travel costs and expenses for out-of-state travel for conferences, training, etc.	0.0	5.0	0.0
2006	Other Travel Costs	Travel cost transfers.	0.1	0.0	0.0

## Line Item Detail (1676)

### Department of Law Services

**Component:** Information and Project Support (2258)

Line Number	Line Name			FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000	Services			229.1	67.4	0.0
Object Class	Object Name	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
<b>3000 Services Detail Totals</b>				<b>229.1</b>	<b>67.4</b>	<b>0.0</b>
3000	Education Services		Conferences, training and memberships.	8.7	1.0	0.0
3002	Legal and Judicial Services		Depositions, research costs, expert witness and consultant fees.	5.0	2.5	0.0
3003	Information Technology		Training, consulting and software licensing and maintenance. Annual maintenance fee for mission-critical information management systems.	24.3	10.0	0.0
3004	Telecommunications		Local telephone service, long distance charges and cellular phone services paid to third-party telephone utilities.	39.9	2.0	0.0
3013	Inter-Agency Data Processing Operations Allocation	Law - Administrative Services (2164)	RSA Law, Information services, data processing investments and support.	5.4	5.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	RSA Administration, Office of Information Technology computer services.	44.8	20.0	0.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	RSA Administration, Office of Information Technology telecommunications services.	3.2	2.0	0.0
3021	Inter-Agency Mail	Admin - Department-wide	RSA Administration, Central Mail.	0.3	0.1	0.0
3022	Inter-Agency Human Resources	Admin - Department-wide	RSA Law, Human Resources position.	14.7	10.0	0.0
3023	Inter-Agency Building Leases	Trans - Department-wide	Leased office space managed by General Services.	75.0	11.6	0.0
3026	Inter-Agency Insurance	Admin - Department-wide	RSA Administration, Risk	0.6	0.6	0.0

**Line Item Detail (1676)**

**Department of Law  
Services**

**Component:** Information and Project Support (2258)

Object Class		Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
<b>3000 Services Detail Totals</b>				<b>229.1</b>	<b>67.4</b>	<b>0.0</b>
			Management.			
3027	Inter-Agency Financial	Admin - Department-wide	RSA Administration, Finance Chargeback (IRIS).	2.7	2.0	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	RSA Administration - Division of Personnel and Labor Relations, Americans with Disabilities Act.	0.6	0.6	0.0
3038	Inter-Agency Management/Consulting	Gov - Department-wide	RSA Governor's Office, OMB Implementation of Admin Order 302	3.9	0.0	0.0

**Line Item Detail (1676)**

**Department of Law  
Commodities**

**Component:** Information and Project Support (2258)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2023 Actuals</b>	<b>FY2024 Management Plan</b>	<b>FY2025 Governor</b>
4000	Commodities		14.4	14.6	0.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2023 Actuals</b>	<b>FY2024 Management Plan</b>	<b>FY2025 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>14.4</b>	<b>14.6</b>	<b>0.0</b>
4000	Business	Reference materials and subscriptions, including statutes, software applications, non-capital desktop refresh, and miscellaneous office supplies.	14.0	14.6	0.0
4022	Commodity Transfer	Commodity cost transfers.	0.4	0.0	0.0

**Revenue Detail (1681)**  
**Department of Law**

**Component:** Information and Project Support (2258)

Revenue Type (OMB Fund Code)				FY2024	
Revenue Source	Component	Comment	FY2023 Actuals	Management Plan	FY2025 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			1,037.2	1,755.3	0.0
5301 Inter-Agency Receipts	Law - Dep. Attny General's Office (2205)		1,037.2	1,755.3	0.0

**Inter-Agency Services (1682)**  
**Department of Law**

**Component:** Information and Project Support (2258)

				FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
<b>Component Totals</b>				<b>151.2</b>	<b>51.9</b>	<b>0.0</b>
With Department of Law				5.4	5.0	0.0
With Department of Administration				66.9	35.3	0.0
With Department of Transportation and Public Facilities				75.0	11.6	0.0
With Office of the Governor				3.9	0.0	0.0
Object Class	Servicing Agency	Explanation		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3013	Inter-Agency Data Processing Operations Allocation	Law - Administrative Services (2164)	RSA Law, Information services, data processing investments and support.	5.4	5.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	RSA Administration, Office of Information Technology computer services.	44.8	20.0	0.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	RSA Administration, Office of Information Technology telecommunications services.	3.2	2.0	0.0
3021	Inter-Agency Mail	Admin - Department-wide	RSA Administration, Central Mail.	0.3	0.1	0.0
3022	Inter-Agency Human Resources	Admin - Department-wide	RSA Law, Human Resources position.	14.7	10.0	0.0
3023	Inter-Agency Building Leases	Trans - Department-wide	Leased office space managed by General Services.	75.0	11.6	0.0
3026	Inter-Agency Insurance	Admin - Department-wide	RSA Administration, Risk Management.	0.6	0.6	0.0
3027	Inter-Agency Financial	Admin - Department-wide	RSA Administration, Finance Chargeback (IRIS).	2.7	2.0	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	RSA Administration - Division of Personnel and Labor Relations, Americans with Disabilities Act.	0.6	0.6	0.0
3038	Inter-Agency Management/Consulting	Gov - Department-wide	RSA Governor's Office, OMB Implementation of Admin Order 302	3.9	0.0	0.0